

**Municipal Services Committee**  
Regular Meeting  
Tuesday, January 31, 2017 5:00 pm  
Water & Light Shop, 15 Old Highway 92, Evansville, WI

**MINUTES**

1. Call meeting to order at 5:01 pm.
2. Roll call: present Brooks, Brown and Ladick. Also present: Hurtley, Berquist, Sergeant, Sendelbach and Rigg.
3. Civility Reminder
4. Motion to approve the agenda as presented. Ladick/Brooks; motion passed unanimously.
5. Motion to waive the reading and approve the minutes from the December 27, 2016 regular Municipal Services meeting. Ladick/Brown; motion passed unanimously.
6. Citizen Appearances: None.
7. Customer concerns. One request was placed on hold without information as to why they should receive a credit on their sewer bill. Another customer asked the money they were assessed be returned and the City go after the renter for the money. There was some discussion on how the City can help, but there are limits to what the City can do. It was moved and seconded to waive the money owed in the amount of \$911.13 with account 25-6260-07 as it is uncollectable. Brooks/Brown; motion passed unanimously upon roll call.
8. Staff Report
  - a. Motion to recommend to Finance and Labor Relations Committee the Electric Lineman and Seasonal Laborer position descriptions. Rigg gave brief review of the new job descriptions. Brooks/Brown; motion passed unanimously.
  - b. Sergeant showed the committee proposed changes to Lot 30, altering the PUD into a subdivision with public roads and utilities. Discussions on testing the ground level for basement installations was discussed. Test wells were suggested.
  - c. Rigg stated the website is coming along and that they are completing the hiring process for the new Electric Lineman position.
9. Superintendent Report
  - a. Tree City: There was discussion on alternative programming to maintain Tree City status now the Energy Fair is no longer happening. Discussion about having a tree demo/planting at the night of the Young Child program was discussed among other options.
  - b. Utility pole: nothing to report.
  - c. Parks Report: Fishing at Lake Leota is going well.

- d. AMI Project: Project is still on hold until utility billing issues between WPPI and the accounting software can be fixed.

10. City Engineer

- a. First Street: There are issues with two sewer laterals. One is the fault of the property owner and the other is being corrected by the contractor.
- b. Place Holders
  - i. West Field Meadows & Windmill Ridge: Nothing new to add from discussion in 8B.
  - ii. WWTP Sludge Study Update: Staff and engineer have looked at a few different blower types and will have bids in June or July
  - iii. Windmill: Running just fine

11. WPPI Report

- a. Written Report: Met with the school and Baker Manufacturing to discuss projects going forward and wholesale rates. Discussed new lighting incentives from Focus on Energy with Larson Acres. The LED for business program will be rolling out. LED lights in for the police station were ordered last year.
- b. Motion to add EW&L to APPA Support for Hultgren/Ruppersberger Municipal Bond Letter. Brooks/Ladick; motion passed unanimously.
- c. Motion to approve \$1,000 from Commitment to Communities funding for the 2017 SADD after prom program. Brooks/Ladick; motion passed unanimously upon roll call.

12. Old Business

- a. MUTCD and ADA Sign Compliance Plan: Nothing new to report.

13. New Business. Rigg mentioned the RFQs for both the pool and DPW building study have been published and sent to prospective firms.

14. Upcoming Meeting Date, February 21, 2017 at 5:00 pm. Due to scheduling conflicts and no quorum for February 28<sup>th</sup>, the Committee moved the next meeting date to the week prior.

15. Motion to adjourn. Brooks/Ladick; motion passed unanimously at 6:27 pm.

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*Minutes are not final until adopted by the committee the following meeting.*

Ian Rigg, City Administrator/Finance Director